



## SECTION 1: JOB DETAILS

<b>Job Title:</b>	Record at Risk Officer (ARCW Project)
<b>Directorate:</b>	Collections and Public Services
<b>Department:</b>	Unique Collections and Collections Care
<b>Section:</b>	Archives and Manuscripts
<b>Grade:</b>	4
<b>Salary:</b>	£25,695 - £33,154
<b>Contract:</b>	Fixed Term Contract until 31 March 2022 (working from home in the first instance due to the Covid-19 pandemic)

### Overall purpose of the role:

The Covid-19 pandemic has a number of implications for enabling sustainable access to Welsh archives and records. The economic impact of the pandemic has resulted in threats to the continuing operation of businesses, charities, and other community organisations, with many closing with very little warning. The records created by these bodies have historical value, not only for their own business operation, but for the evidence they provide of their part in the life of the local community and of the story of Wales at a national level.

The purpose of this post therefore is to lead on the development and delivery of coherent approach to ensure that vulnerable archives and records are brought into safe-keeping and preserved for continued access. This role provides accessible and accountable management and professional leadership.

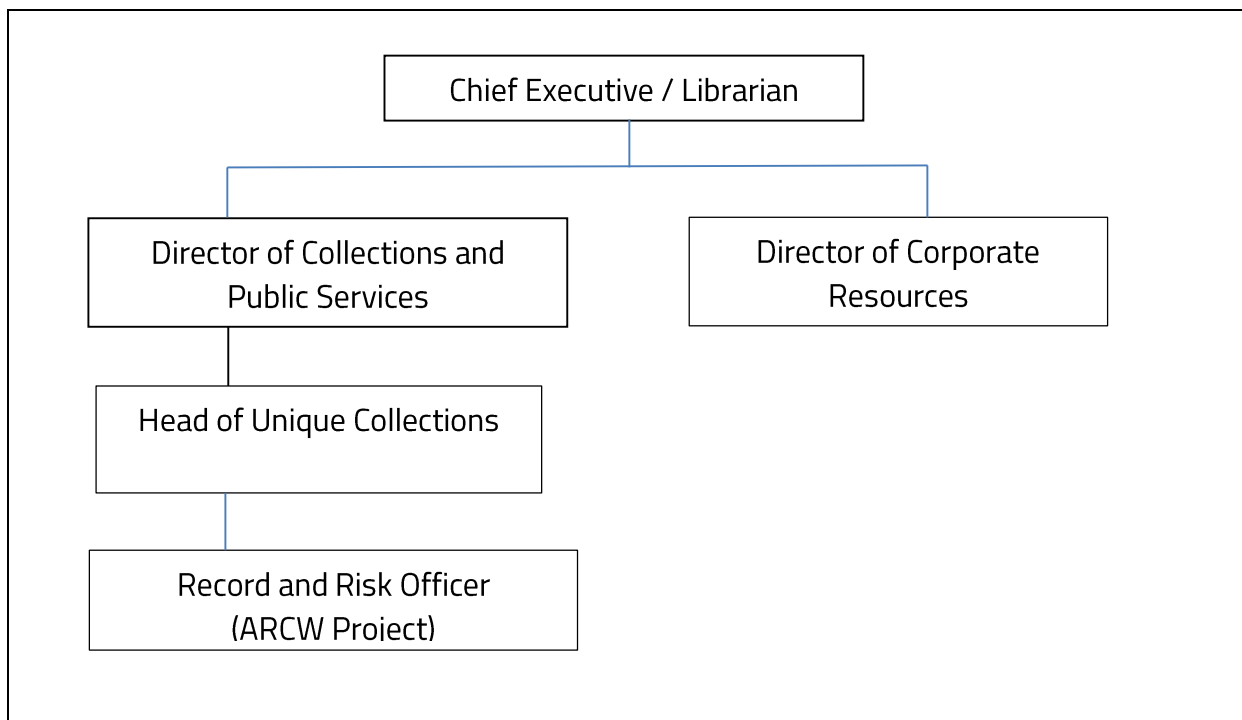
Responsibilities include ensuring that project targets are set, met and monitored. The targets will include surveying the record keeping landscape in Wales; identifying records at risk; brokering contacts with local repositories in the short-term; and developing the

framework for a longer-term national strategy. The role involves working with project sponsors during the project development stage to ensure appropriate delivery support. Specialist advice is available during the formative stage.

## SECTION 2: THE DIRECTORATE / THE DEPARTMENT

The Collections and Public Programmes Directorate is responsible for collecting, receiving, cataloguing, interpretation of the various collections in the care of the library, providing access, conservation, collection care and digitisation projects. The Library's collections include books, newspapers, maps, archives and manuscripts, along with pictures and photographs, audio-visual material, and works of all kinds in electronic form. Computer systems are used to record all these processes, and to update the catalogue with information that can be searched by readers. The Directorate is also responsible for providing access to the services the Library offers to the public physically and to virtual services on the web, including services to readers, enquiries, exhibitions, education and outreach.

## SECTION 3: ORGANISATIONAL CHART



## SECTION 4 : KEY DUTIES

- To lead on the development and delivery of a national records rescue strategy and process, so that all information about archives at risk and potential repositories feeds into a central resource. Specifically:
  - To lead on national, sectoral and regional surveys to identify records (in all formats) which may be at risk
  - To evaluate and manage identified risks against a variety of information & factors and to provide commentary and recommendations. Will include contingency planning for short term interventions
  - To shape and define the scope of projects and initiatives, ensuring that objectives are clearly articulated and understood. Programme management and project management methodology will be utilised to deliver a coordinated programme of works
  - To identify opportunities for taking forward action on defined strategic priorities and drive the implementation of innovative local strategies and plans.
- To develop and facilitate effective relevant forums and networks involving all stakeholders, ensuring clear and effective channels of communication
- To facilitate the process by which record owners reach agreement to deposit records with repositories via model agreements. To include the creation of generic guidance for failing businesses and other organisations
- To create and manage a central register of Welsh repositories' collecting policies. To include non-traditional formats, especially digital, but also film and sound
- To develop and maintain effective relationships with ARCW officers and produce high quality, timely reports and briefings, pulling together complex information from numerous sources
- To present project findings at ARCW Forum
- To carry out any other duties commensurate with the grading and designation of the Post

**SECTION 5 : RESPONSIBILITY**

- Responsibility for people: none
- Responsibility for budget: project budget of £5,000

**SECTION 6: RELATIONSHIPS WITH OTHERS**

<b>Internal</b>	<b>Nature of Contact</b>
ARCW officers	Regular reporting on progress
NLW staff	Regular reports to line manager, liaison with staff responsible for archive management
<b>External</b>	<b>Nature of Contact</b>
Depositors and stakeholders	Provision of advice and guidance
Forums and networks, including community Oand business groups	Communication of records at risk message to develop coherent strategy

**SECTION 7: PROBLEM SOLVING**

- Issues arising relating to evaluating risks to records
- Issues relating to the deposit of records

**SECTION 8: DECISION MAKING**

- Deciding best approach to identifying records at risk

- Deciding on the most effective methodology for delivering the project outputs

## SECTION 9: PERSON SPECIFICATION

Attributions	Essential	Desirable
<b>Qualifications</b>	Education to A-Level or equivalent experience in the archives field	Post-graduate qualification in Archive Administration  Prince2 / Managing Successful Programmes - or equivalent Programme / Project Management qualification
<b>Experience</b>	Substantial professional experience in archives at the appropriate level  Successful track record in leadership in a partnership or multi-agency context  Excellent stakeholder engagement skills with proven experience of building internal & external relationships  Experience in delivering presentations and reports	Programme / Project Management experience and an ability to deliver to deadlines  Cost management and tender procurement expertise
<b>Knowledge</b>	Understanding of archival principles and practice  A good understanding of digital preservation  A knowledge and understanding of the archival sector in Wales	Knowledge of risk management

	<p>Working knowledge of relevant Information management systems and technology</p> <p>An awareness of Health &amp; Safety legislation</p>	
<p><b>Skills</b></p>	<p>Confident and self-motivated with a capacity to develop an environment of confidence and trust</p> <p>Effective communicator both verbally and in writing and negotiator with ability to present clear advice to a wide range of audiences</p> <p>Ability to establish a positive performance culture and drive forward programmes and initiatives</p> <p>Analytical mind with problem-solving aptitude</p> <p>Ability to organise resources to achieve goals</p> <p>The ability to evidence how, with limited direction, intent can be developed into a scheme of works that creates clear deliverables and outcomes.</p> <p>The ability to devise measures of success and ensure they are tracked to point of delivery</p> <p>Ability to communicate effectively in Welsh and English</p>	<p>Ability to travel to venues across the region</p>

	Committed to equality of opportunity and understanding of diversity issues	
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